

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 26 March 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

## A. PROJECTS AND STUDIES IN PROGRESS

25X1A 1. The Building Services Branch is in the process of turning into the [REDACTED] an overabundance of excess furniture.

2. Preparing for the establishment of a char force for purposes of cleaning classified areas.

(a) Receiving parts for Griscombe Readers

(b) Continuing studies on better ways to handle classified trash

(c) Striving to complete consolidation of partitions into one storage area in the Headquarters Building basement

## B. ITEMS OF GENERAL INTEREST

25X1A 1. The [REDACTED] personnel assigned to the Building Services Branch was reduced to five (5) since the last monthly report reducing the total to nine (9).

2. The monthly Red Cross Blood Donor program is being carried out successfully, due in part to the efforts of the Building Services Branch in supplying and placing furniture necessary for the activity of the program.

[REDACTED] STATINTL